▫ City of Redwood City ▫ Redwood Shores Community Library ▫

Table of Contents
section i

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Overview and Introduction
section I

Introduction

Redwood Shores, within Redwood City, has never benefited from a community library. Children are not able to access other libraries in the region conveniently, and do not have other opportunities within the community to study or gather after school or on the weekends. The Library Board and City Council have prioritized the delivery of library services to this community, and are committed to developing a library that will serve this geographically disenfranchised neighborhood.

The Community Library Needs Assessment and Plan of Service outline the needs of the community, and this building program has been developed to specifically address those needs. The most significant aspects of need within the community are access to library services, and opportunities for the community and organizations to come together within a space that supports their desires to engage each other, work together and support their children and each other in the learning process.

Time Schedule

The following page includes a projected time schedule for design, construction and operation of the community library.

Overview and Introduction
section I

ID	Task Name	Start	Finish
1	Redwood City Branch Library in Redwood Shores	Mon 7/15/02	Thu 10/4/07
2	Phase I Services	Mon 7/15/02	Fri 3/28/03
7	Office of Library Construction Grant Process	Fri 3/28/03	Thu 9/25/03
8	Review Period	Fri 3/28/03	Thu 9/25/03
9	Redwood City Awarded Grant	Thu 9/25/03	Thu 9/25/03
10	Start up and Contracting for Phase II Services	Fri 9/26/03	Thu 3/11/04
11	Phase II Services	Fri 3/12/04	Fri 7/13/07
12	Planning and Land Use Permits Obtained	Fri 3/12/04	Thu 6/10/04
13	Schematic Design	Fri 3/12/04	Thu 7/1/04
14	State Librarian Schematic Design Review	Fri 7/2/04	Thu 7/22/04
15	Design Development	Fri 7/23/04	Thu 12/9/04
16	State Librarian Design Development Review	Fri 12/10/04	Fri 1/7/05
17	Construction Documents (90%)	Mon 1/10/05	Fri 6/10/05
18	State Librarian Construction Documents Review	Mon 6/13/05	Fri 7/22/05
19	Permitting	Mon 6/13/05	Fri 8/5/05
20	State Librarian Final Construction Documents Review	Mon 8/8/05	Fri 8/12/05
21	Bidding	Mon 8/15/05	Fri 12/2/05
22	Construction - to Midpoint	Mon 12/5/05	Fri 8/11/06
23	Construction - to Substantial Completion	Mon 8/14/06	Fri 4/20/07
24	Move Coordination and Building Occupation	Mon 4/23/07	Fri 7/13/07
25	Library Opens	Sat 7/14/07	Sat 7/14/07
26	Final Fiscal and Program Compliance Review Completed	Sat 7/14/07	Thu 10/4/07

· Anderson Brulé Architects, Inc. ·

March 24, 2003

Overview and Introduction
section I

Relationship of Building Program to Architectural Design

The library building program delineates the facility needs to accommodate the needs assessment and plan of service documents, to include collections, reader's seats, technology, staff offices and workstations, meeting rooms and special purpose / miscellaneous spaces. Needs and requirements have been addressed and space, furniture, equipment and technical requirements have been included, where appropriate. Functional relationships and adjacencies that will support the most efficient and effective use of staff and the best experience for the library user are identified. In effect, the building program is the guide and specification for the design team and must be accommodated within any site requirements or other parameters that affect the project.

The architects used the building program to create a conceptual design that meets the functional requirements of the library within the opportunities and constraints of the site, while maximizing aesthetics and working within a projected budget. This library will serve this community for the foreseeable future, and locates a civic facility and function within a neighborhood that has long been without.

Each sequential stage of the design and construction should be measured against the building program to ensure that the needs identified within the community will actually be met within the built environment.

Roles of Building Team Members

The Core Team established to guide the Community Library Needs Assessment process will continue to provide leadership and direction for the design and construction of the Redwood Shores Community Library. This Core Team includes representatives from the Library, City Manager's Office, Planning Department and Parks, Recreation and Community Services. The Core Team and Design Team enlisted and consulted with Planning, Police, Fire, Finance and other departments as necessary to ensure design integrity and obtain approvals as necessary within the City's and other regulatory processes. Stakeholders and the community will continue to be involved and consulted to ensure that the design and construction of this library meets the needs and does not negatively impact the community in any way.

The Consultant Team worked with the Core Team, staff and the community to derive the foundational information contained in this building program, which identifies the space and technical requirements of the facility that will support the Plan of Service, and ultimately meet the projected needs identified. The conceptual design was developed, reviewed and approved by the Core Team, Planning Commission, and the BCDC (Bay Area Conservation Commission).

General Requirements of Library Building
section II

Occupancy by Staff and Patrons

The intended occupancy of the building is [XX], [XX] patrons and [XX] staff. All areas of the library should be easily accessible, and navigable, as well as provide for efficient staff coverage. There should be a clear delineation of staff space vs. public space, with barriers to public access into staff spaces. Meeting room and 'retail' oriented, to include support spaces such as storage and restrooms, should be secured separately to allow after hours use.

Type and Size of Collections

The materials collection has been developed to meet the projected needs of the community, utilizing the information developed in the needs assessment process and refined through work with library staff. The collection will have special emphasis on supporting formal learning and providing leisure and lifelong learning resources for the community.

A report which describes allocation of the library's collection is included in the appendix to this document.

Flexibility and Expandability

The library should be designed with minimal interior load-bearing walls to maximize future flexibility. A raised floor system will provide flexible distribution and allow power and data connections to be reconfigured easily over time, and carpet tiles should be utilized to allow reconfiguration of shelving, seating and technology as the community's needs evolve without incurring significant costs in replacing floor coverings.

The building design should be open plan and modular with interior load bearing columns and a minimum of interior walls to maximize flexibility and openness.
Over time, it must be possible to relocate the book stacks within the building as the Library's service needs evolve. Floor loading capacity, therefore, must be sufficient to support shelving for the collections at 150 lbs. per square foot throughout the public spaces. Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling.

A rectilinear configuration of space is highly desirable to allow for maximum efficiency and functionality in placement of shelving and furniture.

Staff Efficiency

The building should be designed to maximize staff efficiency and materials flow, allowing staff to focus on direct service to the customers of the library. Providing opportunities for self service, to include public access computers, self-service reserve pick-ups, and self-checkout machines are necessary.

Materials management is an issue, as the desire is to check-in and re-shelve materials as

General Requirements of Library Building
section II

Staff Efficiency

soon as possible to make them available again to customers. This library will most likely experience high circulation of its materials, and managing the flow of materials will be critical to ensure efficiency and effectiveness of staff resource allocation. Pedestrian book drops should be located both at the exterior of the building and directly inside the entrance to drop books directly into the check-in and sorting area, utilizing RFID technology.

The staff area will need to accommodate pre-sorting for re-shelving, and incorporate materials flow patterns that enhance the ergonomic environment for staff.

Staffed service points in the library should be easily identifiable by customers, allow staff to move freely from behind the desk into the library space to assist as necessary, and provide lines of sight throughout the library.

Energy Efficiency

The building should be designed with energy efficiency and sustainable design practices. LEED certification is a desire of both the City and Community – this public facility allows the City to model the type of development and practice that is encouraged throughout the community and the City as a whole.

Primary goals in energy efficient design should focus on those items that will also help to make the library space an enjoyable experience for both users and staff. These areas will likely include an emphasis on the proper balancing of natural and electric lighting systems, a well-shaded parking lot, connections to alternative transportation and existing pedestrian path systems, and a mechanical system that is functional, quiet and efficient in its operation.

Strategies for natural daylighting should include an emphasis on harvesting north light for overhead lighting while disallowing direct light from reaching the collection spaces.

Construction materials should be selected that offer the following characteristics: low-voc (volatile organic compound) emitting paints and sealants, certified woods, durable and low maintenance materials, and wherever feasible, the design team should specify materials that are locally produced and/or manufactured.

Fenestration

Fenestration should provide ample natural light to all space, while minimizing glare, UV damage to materials, and undesired heat gain. Views to the surrounding area will be important, especially in reading nooks. Meeting room spaces should be able to be 'blacked out' for presentations.

At night, the fenestration should serve to highlight 'what is going on' in the library to the community.

General Requirements of Library Building
section II

Space Finishes

Finishes should be durable, attractive and easily maintained and replaced, if necessary. Natural materials will enhance the library's connection to the surrounding environment, per the feedback received by the community thus far.

□ Use durable building finishes that will stand up to years of heavy use.
□ Avoid surface treatments that require waxing, polishing, frequent repainting or refinishing or have special cleaning requirements.
□ Avoid exterior building materials that encourage dry rot.
□ Select finishes that are washable and vandal resistant.
□ Install corner guards at all appropriate locations in both public and staff work areas. Corner guards in the delivery area should be steel.
□ Avoid colored concrete due to difficulty in matching color.
□ Avoid materials that require frequent repainting or refinishing or have special cleaning requirements. High quality masonry or stucco is preferable to wood.
□ Incorporate features that deter graffiti and skateboarding, wherever appropriate.

Floor Coverings Floor coverings should be both attractive and durable. High quality, commercial grade, anti-static nylon carpet tile is required throughout the building.

Hard surface floor coverings, such as vinyl, non-slip tile or stone, as affordable, rather than carpet should be considered for areas such as the lobby, restrooms, telecommunications room and maintenance areas. Avoid terrazzo flooring unless approved in advance by City staff. Non-skid finishes are required on hard surface flooring, especially in areas such as the lobby.

Access for the Disabled

The design will meet or exceed the guidelines established by through the ADA and California Code Title 24 Regulations. Accessibility in the design of the building should be defined as more than physical – and should include the concepts of culture and age, as well as being an emotionally accessible building. The building will need to serve a diverse community, and welcome all.

Acoustics

Zoning of activities will be required to maintain appropriate acoustic levels in different areas of the library. The design will locate highly active areas with buffer zones to less active areas, intended to be quiet. An enclosed, dedicated teen space will provide an acoustic barrier, as will the ability to enclose the children's activity / story time space. The Technology Lab will also be enclosed. These enclosed areas will utilize a large amount of glazing to ensure visibility into the areas, and the detailing of the glass enclosure will need to address the desired acoustics.

An acoustical consultant may be retained during the design phase to ensure that the

General Requirements of Library Building
section II

Acoustics

materials and design details will provide the desired acoustical performance of the spaces.

HVAC

The HVAC system should be designed as energy efficient, while meeting the climate control needs of the library customers and staff. The intended use of a raised floor system provides for ductless HVAC. Additionally, this system only heats or cools, from below, the air up to approximately eight feet above the floor (where the occupants are), maximizing the efficiency. This system, therefore, avoids some of the typical issues with overhead distribution systems that tend to blow down over the users' heads, oftentimes causing papers to scatter.

Ventilation units need to be zoned according to use, room orientation, and hours of operation. Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telephone rooms need to be provided with air conditioning and with backup mechanical ventilation units, as needed. A gas-fired boiler is needed for all heating requirements.

Provide access for mechanical maintenance and repairs at the building's exterior. Mechanical areas for HVAC units should be open and provide sufficient free area for proper airflow and maintenance. The area must be carefully located and treated to mitigate acoustical impacts on the surrounding environment.

Locate equipment at ground level whenever feasible, preferably on building north or east side, for energy efficiency.

Avoid locating mechanical equipment, ductwork or connections over shelving areas.
Design Conditions:
Outside Indoor
Summer (ASHRAE 0.1% design day)
75 degrees +/-2 degrees F
Winter (ASHRAE 0.2% design day)
70 degrees F +/-2 degrees F
Relative Humidity 50% +/-10% RH

Indoor air quality & energy conservation issues. Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life cycle costs is strongly recommended. Ensure that spaces in which equipment that generate odors, such as kitchen equipment, are vented directly to the outside. Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heat gain or loss within the building.

Illumination

Natural and electric lighting will need to be integrated into a total lighting system for the

General Requirements of Library Building
section II

Illumination

building. Indirect lighting is preferred. Scenario lighting should be provided for enclosed spaces (meeting rooms, etc) to support presentations, conferencing, activities, events, and instruction.

Power, Data and Audiovisual Communications

Sufficient and flexible power and data infrastructure is provided for in the raised floor system, integrating future flexibility and reconfiguration opportunities with much less effort than through more traditional building and infrastructure design. A wireless network will need to be accommodated through the building design, with the parameters associated with network performance and location of access points of primary concern.

Security Systems

Materials security will be provided through theft detection at the entrance/exit to the library. All emergency exit doors will be alarmed. Card key access and lock-down zoning of the building will be necessary to ensure that meeting and support spaces can be made available after hours.

Signs

Exterior signage should serve to prominently display the location and entrance of the library. Interior signage should be integrated into the building design, and offer direction and highlight specific spaces, collections, activities, etc. Primary signage should be multilingual. Directional maps (graphic directory) should be located in the building lobby to orient users to the layout of the building.

Audiovisual Systems

Meeting room spaces should be equipped with the necessary infrastructure to support conferencing, presentations, programs, events, and activities through multi-media. Cable TV access should be provided in the meeting rooms and story time space. Projection screens or walls, as well as audio/visual equipment, should be provided.

Visual Supervision

Customer Assistance desks, or service points, should be located in prominent, highly visible points within the library. Additionally, staff will focus on 'roaming' the library as much as possible to be more accessible to those that might need assistance. Staff efficiency in materials management will support the ability for staff to 'get out from behind the desk' and have more contact with customers – as well as more visual supervision of the space. A service point will need to be oriented for direct visual access to the children's area and entrance to the family restroom, as well as the lobby, entrance and materials security system.

Master List of Furniture and Equipment

A preliminary master list of Furniture and Equipment is provided as the fifth report in the appendix (Net Sq. Ft. Summary of F&E and Shelving). This information will continue to

General Requirements of Library Building
section II

Master List of Furniture and Equipment

be refined throughout the design process.

All furniture and equipment should be selected for its durability and appropriateness for specific use. For example, specific seating should be identified to accommodate both younger children and young adults, and different types of seating will be necessary for adults and seniors.

Spatial Relationships
section III

Family Restroom

Children's Collections/ Seating / Technology

Children's Program Room

Reading Room / Collections

Adult Collections / Seating / Technology

Media - Audiovisual Collections

New Materials / Collections / Seating / Technology

Group Study Rooms

Customer Assistance Desk

Self Checkout and Reserves

Circulation Services

"Teen Space" Collections / Seating / Technology

Reference Collection / Seating / Technology

Staff Workspace - Check-in and Sorting

Book / Media Drops

Branch Manager

Staff Break and Restroom

Shipping and Receiving

Legend:

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Summary of Facility Space Requirements
section IV

Library Division Sq. Ft. Summary

A summary report of library division space (square footage) requirements, to include Division Sq. Ft., Percent of Total, Net Assignable Square Footage, Non-Assignable Square Footage (@ 25% of Gross) and Gross Square Footage is provided as the first report in the appendix.

Library Space Sq. Ft. Summary

A summary report of facility space (square footage) requirements, subtotaled as Division Sq. Ft., including Net Assignable, Non-Assignable and Gross Square Footage is provided as the second report in the appendix.

Library Space Sq. Ft. Summary with F&E and Shelving

A summary report of facility space (square footage) requirements is provided as the third report in the appendix, subtotaled by Division, and including Furniture and Equipment Unit Quantity, Unit Sq. Ft., Extended Sq. Ft. and Space Sq. Ft. Net Assignable, Non-Assignable and Gross Square Footage is provided.

Space Descriptions
section V

Space Descriptions

A report with descriptions for specific divisions and spaces, as required, is provided as the fourth report in the appendix.

Preliminary Project Budget
section VI

Preliminary Capital Outlay Project Budget ·

The conceptual costs presented include both 'hard' construction costs and potential 'soft costs' to determine total conceptual cost models. Construction costs normally include the actual construction of the building, site improvements, etc. Soft costs may include, but are not limited to: Professional Design and/or Management fees, Building Permits, Furniture Fixtures & Equipment (FF&E) and other non-construction costs. These costs can run an additional 30% to 50% of the construction budget and should be determined to develop total project development costs.

A comprehensive project budget will be developed based upon the conceptual design and outline specifications. In the interest of developing as realistic a budget as possible, the conceptual design will need to be fairly detailed.

For this preliminary budget, we have developed a range of costs from Low to High. The final costs will be determined by the level of quality and/or complexity of the facility and any site work required or desired. The value of the land owned by the City is not included in this preliminary project budget, and conceptual soft costs have been projected at 50% of construction costs to address current unknowns.

Conceptual Total Project Cost Model

	Notes	Gross S.F.		$/S.F. Low		$/S.F. High
			$	250.00	$	400.00
Conceptual Construction Costs		22,500	$	5,625,000	$	9,000,000
Conceptual Soft Costs	Assumed 50% of Construction Costs		$	2,812,500	$	4,500,000
Conceptual Total Project Cost Model			$	**8,437,500**	$	**13,500,000**

The following represent potential soft costs that may be associated with any construction project. This list is not intended to be a comprehensive listing of all soft costs, nor would the project necessarily incur all of the costs below.

Other Related Project Costs
- □ Hazardous Materials Mitigation Allowance
- □ Mitigation Allowance / Offsite Improvements
- □ EIR / Zoning / Mitigation Allowance
- □ Historic Evaluation / Report

Other Construction / Owner Costs
- □ Performance Bonds
- □ Contractor Overtime Allowance
- □ Staking- Phases
- □ Testing/Inspection (concrete, steel, foundation, etc.)
- □ Inspector of Record

Furniture, Fixtures
- □ Furniture, Fixtures and Equipment

Preliminary Project Budget
section VI

and Equipment	□ Building Signage and Artwork
Government Agency Permit Costs	□ Planning Department □ Redevelopment Agency □ Historic Landmarks Commission □ Building Permit Fees □ Local Permit Fees □ Service Connection Fees □ Easement Preparation Costs □ Realty Taxes-Improvements
Professional Services	□ Programming, Feasibility, Conceptual Design □ Masterplan, Conditional Use Permit Process □ Architect/Engineer - Basic Services □ Specialty Consultants Allowance (costing) □ Civil Engineering Services □ Reimbursable Expenses Allowance □ Additional Services Allowance
Owner's Services	□ Owner's Staff □ Fundraising Staff □ Construction Manager □ Site and Tree Survey □ Geotechnical and Soils Report □ Environmental Study; Environmental Allowance, if needed □ Historical Impact Report □ Other Consultants Allowance (Hazardous Materials, etc.) □ Peer Review □ Financial Consultant
Sunk Costs	□ Spent Fees □ Spent Staff Costs
Relocation Expenses	□ Moving Cost Allowance □ Temporary Lease Allowance
Community Outreach	□ Brochures, Mailings and Community Events
Legal and Insurance	□ Project Insurance (Fire, Hazard, Earthquake) □ Legal Services (Pre-Construction, Property Acquisition and Rezoning, Construction, Financing)
Financial	□ Finance Costs □ Cost of Issuing Debt □ Interim Interest

Preliminary Project Budget
section VI

□ Commitment and Broker's Fees
□ Appraisals, Letters of Credit and Inspection
□ Permanent Interest Cost
□ Allocated Interest
□ Equity Financing
□ Pre-Development Income
□ Bond Program Management and Implementation

Financial - Debt Financing
□ Ongoing Cost of Debt

Appendix
section VII

Appendix Items

Reports Included after this page:
- Library Division Square Foot Summary
- Summary of Facility Space Requirements (Library Space Sq. Ft. Summary)
- Space Sq. Ft. Summary with F&E and Shelving
- Space Descriptions (Detailed Division and Space Sheets)
- Library Space Sq. Footage Summary with F & E and Shelving
- Master List of Furniture and Equipment (Net Sq. Ft. Summary F&E and Shelving)
- Allocation of the Library's Book Collection
- Shelving the Library's Collection

Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
ADULT COLLECTIONS	3,087	19%
AUDIO/VISUAL COLLECTION	188	1%
CHILDREN'S COLLECTIONS	1,984	12%
CIRCULATION SERVICES/STAFF WORKSPACE	2,552	15%
GENERAL BUILDING SERVICES	70	0%
LIBRARY ENTRANCE	2,695	16%
MULTIPURPOSE ROOMS	3,836	23%
NEW MATERIALS BROWSING	344	2%
REFERENCE SERVICES	540	3%
TECHNOLOGY LAB	672	4%
TEEN SERVICES	699	4%
Net Assignable Square Footage:	16,667	100%
Non-Assignable Square Footage (@ 25% of Gross):	5,556	
Gross Square Footage:	**22,223**	

Library Space Sq. Ft. Summary

LIBRARY DIVISION Space Name	Space Sq. Ft.	DIVISION Sq. Ft.
ADULT COLLECTIONS		**3,087**
Back Issue Periodical Collection	48	
Fiction Collection & Seating	460	
Group Study Room A	175	
Group Study Room B	175	
Non Fiction Collections & Seating	1,880	
Reading Room and Collections	349	
AUDIO/VISUAL COLLECTION		**188**
AV Collection & Seating	188	
CHILDREN'S COLLECTIONS		**1,984**
Children's Collection & Seating	1,334	
Children's Languages Collection	12	
Children's Program Room	518	
Children's Program Room Storage	60	
Family Rest Room	60	
CIRCULATION SERVICES/STAFF WORKSPACE		**2,552**
Branch Manager's Office	131	
Circulation Services Desk	150	
Circulation Workroom	264	
Self-Check Out Bay	135	
Self-Service Reserved Book Bay	96	
Shipping & Receiving	260	
Staff Break Room	303	
Staff Workroom	1,213	
GENERAL BUILDING SERVICES		**70**
Electrical Room	N/A	
IT Room	N/A	
Janitor's Room	N/A	
Mechanical Room	N/A	
Staff Rest Rooms	70	

LIBRARY DIVISION	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.

LIBRARY ENTRANCE   <u>2,695</u>

Community Information	200	
Friends / Facilities Service Desk	100	
Friends' Book Storage & Workroom	172	
Friends' Bookstore	252	
Friend's Bookstore Lobby Display Area	120	
Interpretive Center	600	
Library Café	751	
Public Entrance & Lobby	500	
Public Rest Rooms	N/A	

MULTIPURPOSE ROOMS   <u>3,836</u>

Large Multipurpose Room	1,566	
Multipurpose Room A	595	
Multipurpose Room B	595	
Multipurpose Room Storage	360	
Study / Conference Room C	440	
Study / Conference Room D	280	

NEW MATERIALS BROWSING   <u>344</u>

| New Book Display & Seating | 344 | |

REFERENCE SERVICES   <u>540</u>

Copy Center	50	
Customer Assistance Desk	100	
Reference Collection & Seating	390	

SPECIAL COLLECTIONS   <u>N/A</u>

| Special Collections & Seating | N/A | |

TECHNOLOGY LAB   <u>672</u>

| Homework Center/Adult Learning Center | 672 | |

TEEN SERVICES   <u>699</u>

| Teen Collections & Seating | 699 | |

LIBRARY DIVISION	Space	DIVISION
Space Name	Sq. Ft.	Sq. Ft.

Net Assignable Square Footage: <u>16,667</u>

Non-Assignable Square Footage (@ **25%** of Gross): 5,556

Gross Square Footage: 22,223

Library Space Sq. Ft. Summary with F & E and Shelving

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
ADULT COLLECTIONS					**3,087**
BACK ISSUE PERIODICAL COLLECTION				48	
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	4	12	48		
115 Back Issue Magazines					
FICTION COLLECTION & SEATING				460	
42" Aisle DF 84"H Steel Shelving W/ 12 Shelves	2	20	40		
600 Paperbacks					
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	5	20	100		
1,728 International Languages					
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	16	20	320		
4,560 Fiction					
GROUP STUDY ROOM A				175	
Chair, Group Study	6	0	0		
Table, Group Study	1	175	175		
White Board	1	0	0		
GROUP STUDY ROOM B				175	
Chair, Group Study	6	0	0		
Table, Group Study	1	175	175		
White Board	1	0	0		
NON FICTION COLLECTIONS & SEATING				1,880	
Bench (2 Person)	1	15	15		
Chair, Lounge	10	40	400		
Chair, Technology Workstation	3	0	0		
Computer Stand	1	20	20		
Computer, OPAC Desktop	1	0	0		
Computer, Public Desktop	6	0	0		
Printer, Ink-Jet (B&W)	1	80	80		
Stool, Kick-Step	12	0	0		
Table, Drum	3	10	30		
Technology Carrel	6	40	240		
Waste Basket	8	0	0		
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	51	20	1,020		
14,450 Non-Fiction					
48" Aisle SF 58"H Bookstore Display Shelving	3	25	75		
280 Special Books					
READING ROOM AND COLLECTIONS				349	
Chair, Lounge	4	30	120		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
READING ROOM AND COLLECTIONS				349	
Fireplace	1	50	50		
Sofa (2 Seat)	2	55	110		
Technology Carrel	2	25	50		
44" Aisle SF 61"H Newspaper Cascading Display W/10 Shelves	1	7	7		
10 Current Newspapers					
44" Aisle SF 66"H Cascading Magazine Display W/15 Shelves	4	3	12		
60 Current Magazines					
AUDIO/VISUAL COLLECTION					**188**
AV COLLECTION & SEATING				188	
Computer Stand	1	20	20		
Computer, OPAC Desktop	1	0	0		
Compact Disc, CD-ROM & DVD Display Browser	2	24	48		
755 Audio Compact Disc (CD)					
Compact Disc, CD-ROM & DVD Display Browser	2	24	48		
884 Audio Book CD (CD ROM)					
Compact Disc, CD-ROM & DVD Display Browser	3	24	72		
1,350 DVD					
CHILDREN'S COLLECTIONS					**1,984**
CHILDREN'S COLLECTION & SEATING				1,334	
Chair, Child's	4	0	0		
Chair, Child's Lounge	4	20	80		
Chair, Rocking	1	20	20		
Chair, Technology Workstation Task	3	0	0		
Computer Stand	1	20	20		
Computer, OPAC Desktop	1	0	0		
Computer, Public Desktop	6	0	0		
Printer, Ink-Jet (B&W)	1	80	80		
Sofa (2 Seat)	2	55	110		
Table, Children's	1	75	75		
Table, Drum	2	10	20		
Technology Carrel	4	40	160		
Technology Carrel, Adjustable (Manual) Height	2	45	90		
Toy Bin	1	30	30		
Waste Basket	3	0	0		
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	4	18	72		
1,320 Children's Picture Books					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	7	18	126		
2,380 Juvenile Fiction					
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves	13	18	234		
3,900 Juvenile Non-Fiction					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CHILDREN'S COLLECTION & SEATING				1,334	
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	3	14	42		
20 Children's Current Magazines					
48" Aisle SF 58"H Bookstore Display Shelving	7	25	175		
100 New Books (Face Out)					
CHILDREN'S LANGUAGES COLLECTION				12	
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	12	12		
113 Children's Special Books					
CHILDREN'S PROGRAM ROOM				518	
AV/Technology Equipment Cart, Large	1	15	15		
Cabinet, AV Equipment	1	15	15		
CD/Cassette Tape Player	1	0	0		
Chair, Lounge	3	35	105		
Clock	1	0	0		
Cushion, Floor	10	10	100		
DVD Player	1	0	0		
Flip Chart With Stand	1	10	10		
Paper Towel Dispenser	1	0	0		
Projection Screen, Wall Mounted	1	0	0		
Projector, Ceiling Mounted	1	0	0		
Puppet Theater	1	35	35		
Sign, Announcement	1	0	0		
Sofa (2 Seat)	2	55	110		
Stool, Child's	8	15	120		
TV Monitor, 32"	1	0	0		
Video Cassette Player/Recorder	1	0	0		
Waste Basket	2	4	8		
White Board	1	0	0		
CHILDREN'S PROGRAM ROOM STORAGE				60	
Floor Area Storage	3	10	30		
Supply Cabinet	2	15	30		
FAMILY REST ROOM				60	
Commode	1	0	0		
Diaper Changing Counter	1	20	20		
Floor Area Storage	2	10	20		
Hand Dryer	1	0	0		
Mirror, With Shelf	1	0	0		
Paper Towel Dispenser	1	0	0		
Sink And Counter	1	20	20		

LIBRARY DIVISION

CIRCULATION SERVICES/STAFF WORKSPACE

2,552

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	
BRANCH MANAGER'S OFFICE				131	
Chair, Conference Room	2	0	0		
Chair, Supervisor's	1	0	0		
Computer, Staff Desktop	1	0	0		
Credenza	1	25	25		
File Cabinet, Vertical (Four Drawer)	1	14	14		
Printer, Laser (B&W)	1	0	0		
Shelving, SF 66"h Steel W/ 5 Shelves	1	12	12		
Telephone Handset	1	0	0		
Waste Basket	1	0	0		
White Board	1	0	0		
Workstation, Branch Manager's Office System	1	80	80		
CIRCULATION SERVICES DESK				150	
Bar Code Reader, Fixed Mount	2	0	0		
Book Truck	5	10	50		
Cash Register	1	0	0		
Chair, Task	2	0	0		
Chair, Visitor's	1	0	0		
Clock	1	0	0		
Computer, Staff Desktop	2	0	0		
Intercom	1	0	0		
Mat, Anti-fatigue	2	0	0		
Printer, Laser (B&W)	1	0	0		
Printer, Receipt	2	0	0		
Rack, Literature Display Handout	1	0	0		
Security System Book Desensitizer	2	0	0		
Security System Book Resensitizer	2	0	0		
Security System Media Desensitizer	2	0	0		
Security System Media Resensitizer	2	0	0		
Sign, Announcement	3	0	0		
Telephone Handset	2	0	0		
Waste Basket	4	0	0		
Workstation, Circulation Check-In Desk	1	50	50		
Workstation, Circulation Patron Registration Desk	1	50	50		
CIRCULATION WORKROOM				264	
AV Bin, Depressible	1	12	12		
Bar Code Reader, Hand-Held	4	0	0		
Book Bin, Depressible	1	12	12		
Book Truck	15	8	120		
Chair, Task	4	0	0		
Clock	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CIRCULATION WORKROOM				264	
Security System Book Resensitizer	2	0	0		
Security System Desensitizer/Resensitizer	1	0	0		
Security System Media Resensitizer	1	0	0		
Telephone Central Station	1	0	0		
Telephone Handset	9	0	0		
Waste Basket	2	0	0		
White Board	1	0	0		
Workstation, Circulation Check-In Counter	3	40	120		
SELF-CHECK OUT BAY				135	
Queuing Space (Per Person)	5	6	30		
Self Check-Out Counter	3	35	105		
Self Check-Out Machine	3	0	0		
SELF-SERVICE RESERVED BOOK BAY				96	
Shelving, SF 60"h Steel W/ 5 Shelves	8	12	96		
SHIPPING & RECEIVING				260	
Cabinets, Above Counter	20	0	0		
Cabinets, Below Counter	20	0	0		
Floor Area Storage	26	10	260		
STAFF BREAK ROOM				303	
Bottled Water Dispenser	1	8	8		
Bulletin Board	1	0	0		
Cabinets, Above Counter	8	0	0		
Cabinets, Below Counter	8	0	0		
Chair, Café	4	0	0		
Coffee Maker/Urn	1	0	0		
Dishwasher	1	15	15		
Garbage Bin, Interior	1	15	15		
Locker	5	5	25		
Microwave Oven	1	0	0		
Paper Cup Dispenser	1	0	0		
Paper Towel Dispenser	1	0	0		
Recycling Bin	1	15	15		
Refrigerator	1	20	20		
Soap Dispenser	1	0	0		
Sofa (2 Seat)	2	55	110		
Table, Café	1	65	65		
Workstation, Food Preparation Counter	1	30	30		
STAFF WORKROOM				1,213	
Book Truck	15	10	150		
Box, Cardboard	14	4	56		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
STAFF WORKROOM				1,213	
Bulletin Board	1	0	0		
Cabinets, Above Counter	24	0	0		
Chair, Task	6	0	0		
Computer, Staff Desktop	4	0	0		
File Cabinet, Lateral (Four Drawer)	2	20	40		
File Cabinet, Vertical (Two Drawer)	9	14	126		
First Aid Kit	1	0	0		
In & Out Board	1	0	0		
Key Cabinet	1	0	0		
Label Maker	1	0	0		
Paper Cutter	1	0	0		
Paper Towel Dispenser	1	0	0		
Printer Stand	1	20	20		
Printer, Ink-Jet (B&W)	1	0	0		
Recycling Bin	1	15	15		
Safe, Floor	1	0	0		
Shelving, Industrial	6	15	90		
Sink	1	18	18		
Soap Dispenser	1	0	0		
Storage Cabinet	1	18	18		
Table, Work	1	170	170		
Telephone Central Station	1	0	0		
Telephone Handset	9	0	0		
Typewriter Stand	1	20	20		
Typewriter, Electric	1	0	0		
Waste Basket	10	4	40		
White Board	2	0	0		
Workstation, Children's Office System	1	110	110		
Workstation, Clerical Office System	4	40	160		
Workstation, Clerical Office System	2	90	180		

GENERAL BUILDING SERVICES

70

ELECTRICAL ROOM				N/A	
IT ROOM				N/A	
Computer Server, Mini (CPU)	1	0	0		
DSU/CSU Telecommunications Device	1	0	0		
Fire Extinguisher, Halon	1	0	0		
Safe, Data / Tape Carrier	1	0	0		
Telecommunications Backboard	1	0	0		
JANITOR'S ROOM				N/A	
Carpet Cleaning Machine	1	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
JANITOR'S ROOM				N/A	
Cleaning Cart	1	0	0		
First Aid Kit	1	0	0		
Garbage Bin, Interior	1	0	0		
Hand Truck	1	0	0		
Key Cabinet	1	0	0		
Ladder, Extension	1	0	0		
Ladder, Step	1	0	0		
Mop Bucket	1	0	0		
Shelving, Industrial	1	0	0		
Sink, Mop	1	0	0		
Storage Cabinet, Hazardous Materials	1	0	0		
Tool Box	1	0	0		
Vacuum Cleaner, Dry Upright	1	0	0		
MECHANICAL ROOM				N/A	
STAFF REST ROOMS				70	
Commode	1	35	35		
Hand Dryer	1	0	0		
Mirror, With Shelf	1	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	1	35	35		
Soap Dispenser	1	0	0		

LIBRARY ENTRANCE   2,695

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
COMMUNITY INFORMATION				200	
Kiosk, Electronic	5	40	200		
FRIENDS / FACILITIES SERVICE DESK				100	
Computer, Staff Desktop	1	0	0		
Intercom	1	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Service Desk	1	100	100		
Telephone Handset	1	0	0		
FRIENDS' BOOK STORAGE & WORKROOM				172	
Computer, Staff Desktop	1	0	0		
Floor Area Storage	6	10	60		
Shelving, SF 84"h Steel W/ 6 Shelves	6	12	72		
Telephone Handset	1	0	0		
Workstation, Friends' Work Office System	1	40	40		
FRIENDS' BOOKSTORE				252	
Cash Register	1	0	0		
Chair, Task	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
FRIENDS' BOOKSTORE				252	
Desk, Bookstore	1	60	60		
Shelving, DF 58"h Bookstore Display	6	32	192		
Telephone Handset	1	0	0		
FRIEND'S BOOKSTORE LOBBY DISPLAY AREA				120	
Case, Floor Display	4	30	120		
INTERPRETIVE CENTER				600	
Bench (2 Person)	2	15	30		
Case, Exhibit	10	35	350		
Case, Floor Display	4	30	120		
Kiosk, Electronic	2	50	100		
LIBRARY CAFÉ				751	
Cabinets, Below Counter (Lockable)	8	0	0		
Cash Register	1	0	0		
Chair, Café	18	0	0		
Clock	1	0	0		
Coffee Bar Cart	1	100	100		
Coffee Maker/Urn	1	0	0		
Coffee Thermos	4	0	0		
Garbage Bin, Interior	1	10	10		
Hot Water Urn	1	0	0		
Recycling Bin	1	10	10		
Refrigerator	1	20	20		
Sink	1	18	18		
Table, Café	2	65	130		
Table, Café	5	40	200		
Telephone Handset	1	0	0		
Vending Machine	2	20	40		
Waste Basket	2	4	8		
Workstation, Café Service Counter	1	65	65		
Workstation, Coffee Shop Counter	2	55	110		
Workstation, Food Preparation Counter	1	40	40		
PUBLIC ENTRANCE & LOBBY				500	
Bench, Lobby (2 Person)	2	0	0		
Directory	1	0	0		
Donor Recognition Wall	1	0	0		
Drinking Fountain	2	0	0		
Lobby Open Space	50	10	500		
Sign, Announcement	1	0	0		
Telephones, Public Pay (2 Heights)	1	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
PUBLIC REST ROOMS				N/A	
Commode	7	0	0		
Diaper Changing Counter	2	0	0		
Hand Dryer	2	0	0		
Mirror, With Shelf	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	8	0	0		
Soap Dispenser	4	0	0		
Stall	7	0	0		
Urinal	2	0	0		

MULTIPURPOSE ROOMS   3,836

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
LARGE MULTIPURPOSE ROOM				1,566	
Cabinets, Above Counter (Lockable)	30	0	0		
Cabinets, Below Counter (Lockable)	30	0	0		
Chair, Conference Room	100	15	1,500		
Clock	1	0	0		
Intercom	1	0	0		
Lectern	1	50	50		
Presentation Center	1	0	0		
Projection Screen, Wall Mounted	1	0	0		
Table, Conference	16	0	0		
Telephone Handset	1	0	0		
Waste Basket	4	4	16		
MULTIPURPOSE ROOM A				595	
Cabinets, Below Counter	6	0	0		
Chair, Meeting Room - Stacking	25	20	500		
Group Study Counter	1	40	40		
Intercom	1	0	0		
Lectern (w/ Space For A Portable Computer)	1	30	30		
Presentation Center	1	0	0		
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Ceiling Mounted	1	0	0		
Table, Meeting Room	8	0	0		
Telephone Handset	1	0	0		
Video Conferencing System	1	25	25		
MULTIPURPOSE ROOM B				595	
Cabinets, Below Counter	6	0	0		
Chair, Meeting Room - Stacking	25	20	500		
Group Study Counter	1	40	40		
Intercom	1	0	0		
Lectern (w/ Space For A Portable Computer)	1	30	30		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
MULTIPURPOSE ROOM B				595	
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Ceiling Mounted	1	0	0		
Table, Meeting Room	8	0	0		
Telephone Handset	1	0	0		
Video Conferencing System	1	25	25		
MULTIPURPOSE ROOM STORAGE				360	
Audio Cassette Tape Player/Recorder	2	0	0		
Audio Teleconferencing System	1	0	0		
AV/Technology Equipment Cart, Large	2	15	30		
CD/Cassette Tape Player	1	0	0		
Dolly, Chair	10	15	150		
Dolly, Table	12	15	180		
DVD Player	2	0	0		
Laser Pointer	1	0	0		
Microphone, Floor	1	0	0		
Microphone, Lavaliere	1	0	0		
Microphone, Table	1	0	0		
Projector, Desktop	2	0	0		
TV Monitor, 32"	2	0	0		
TV/VCR Player	2	0	0		
STUDY / CONFERENCE ROOM C				440	
Cabinets, Below Counter	15	0	0		
Chair, Meeting Room - Stacking	18	20	360		
Group Study Counter	2	40	80		
Intercom	1	0	0		
Presentation Center	1	0	0		
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Portable AV & Computer LCD/DLP	1	0	0		
Table, Meeting Room	6	0	0		
Telephone Handset	1	0	0		
STUDY / CONFERENCE ROOM D				280	
Chair, Meeting Room - Stacking	12	20	240		
Group Study Counter	1	40	40		
Intercom	1	0	0		
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Desktop	1	0	0		
Projector, Portable AV & Computer LCD/DLP	1	0	0		
Table, Meeting Room	4	0	0		
Telephone Handset	1	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
NEW MATERIALS BROWSING					**344**
NEW BOOK DISPLAY & SEATING				344	
Chair, Lounge	8	30	240		
Computer Stand	1	20	20		
Computer, OPAC Desktop	1	0	0		
Table, Drum	2	12	24		
Waste Basket	1	0	0		
42" Aisle DF 58"H Bookstore Display Shelving	2	30	60		
210 New Books					
REFERENCE SERVICES					**540**
COPY CENTER				50	
Copier, B&W Freestanding	1	40	40		
Recycling Bin	1	10	10		
Vendor Card Encoder/Dispenser	1	0	0		
Vendor Card Reader	1	0	0		
CUSTOMER ASSISTANCE DESK				100	
Bar Code Reader, Hand-Held	2	0	0		
Book Truck	2	10	20		
Chair, Task	2	0	0		
Computer, Staff Desktop	2	0	0		
Intercom	1	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Telephone Handset	2	0	0		
Waste Basket	2	0	0		
Workstation, Reference Counter	2	40	80		
REFERENCE COLLECTION & SEATING				390	
Atlas Case	1	25	25		
Chair, Reader's	4	0	0		
Dictionary Stand	1	10	10		
File Cabinet, Lateral (Four Drawer)	2	20	40		
Map Case	1	35	35		
Table, Reader's	1	80	80		
Technology Carrel	2	40	80		
Waste Basket	2	0	0		
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	6	20	120		
900 Reference					
SPECIAL COLLECTIONS					**N/A**
SPECIAL COLLECTIONS & SEATING				N/A	

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
TECHNOLOGY LAB					**672**
HOMEWORK CENTER/ADULT LEARNING CENTER				672	
Chair, Technology Workstation Task	26	0	0		
Computer, Public Desktop	26	0	0		
Group Study Counter	2	55	110		
Presentation Center	1	0	0		
Printer, Ink-Jet (Color)	1	0	0		
Shelving, SF 60"h Wood W/ 4 Shelves	3	14	42		
Technology Carrel	13	40	520		
TEEN SERVICES					**699**
TEEN COLLECTIONS & SEATING				699	
Chair, Lounge	1	35	35		
Chair, Technology Workstation Task	6	0	0		
Computer, Public Desktop	6	0	0		
Printer, Laser (B&W)	1	0	0		
Sofa (2 Seat)	6	55	330		
Table, Drum	3	5	15		
Technology Carrel	6	45	270		
42" Aisle DF 84"H Steel Shelving W/ 12 Shelves	2	20	40		
720 Young Adult Paperbacks					
44" Aisle SF 66"H Cascading Magazine Display W/15 Shelves	3	3	9		
35 Young Adult Current Magazines					

Net Assignable Square Footage:	**16,667**
Non-Assignable Square Footage (@ 25% of Gross):	5,556
Gross Square Footage:	**22,223**

FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

SPATIAL RELATIONSHIPS

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Services Division and to a Copy Center is required.

PROXIMITY:
        Circulation Services
        Reference Services
        Copy Center

DIVISION SPACE SUMMARY	Sq. Ft.
Back Issue Periodical Collection	48
Reading Room and Collections	19
TOTAL:	67

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	**4**	**12**	**48**
115 Back Issue Magazines			
Description of Furniture & Equipment Units			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 84"H Steel Shelving W/ 12 Shelves	2	20	40
600 Paperbacks			
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	16	20	320
4560 Fiction			
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	5	20	100
1728 International Languages			

Description of Furniture & Equipment Units

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study	6	0	0
Table, Group Study	1	175	175
White Board	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study	6	0	0
Table, Group Study	1	175	175
White Board	1	0	0

Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be dispersed throughout the Non-Fiction Collection.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster in Reference Services so it is important to have strategically located OPACs in the Non-Fiction Collection and Seating Area. These OPACs should be highly visible to patrons entering the area and they should be relatively close to patrons seated at tables and carrels.

Occupancy

READER SEATS: 46
TECHNOLOGY WORKSTATIONS: 6
MEETING ROOM SEATS: 0

Relationships

The Non-Fiction Collection and Seating Area should be close to the Reference Desk. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Library.

CLOSE:
      Reference Desk ✓
PROXIMITY:
      Copy Center (Reference Services)
      Fiction Collection & Seating
      Reference Collection & Seating
AWAY:
      Children's Entrance

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
      Acoustical tile
WALLS:
      Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
      Fabric wall covering; Corner guards for columns and walls; Hanging track;
      Vinyl or carpet cove base
FLOOR:
      Anti-static carpet tile or heavy weight commercial anti-static carpet
      with enhanced backing (No carpet pad permitted); Vinyl or tile floor

around any water fountains

Access

The Non-Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Non-Fiction Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, OPAC Area, and Reference Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Biography," "History," and "Art and Architecture." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	51	20	1,020
14450 Non-Fiction			
48" Aisle SF 58"H Bookstore Display Shelving	3	25	75
280 Special Books			
Description of Furniture & Equipment Units			
Bench (2 Person)	1	15	15
Chair, Lounge	10	40	400
Chair, Technology Workstation	3	0	0
Computer Stand	1	20	20
Computer, OPAC Desktop	1	0	0
Computer, Public Desktop	6	0	0
Printer, Ink-Jet (B&W)	1	80	80
Stool, Kick-Step	12	0	0
Table, Drum	3	10	30
Technology Carrel	6	40	240
Waste Basket	8	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Lounge	4	30	120
Fireplace	1	50	50
Sofa (2 Seat)	2	55	110
Technology Carrel	2	25	50

FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual Library is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Adult, young adult and children library patrons will enter the AV Library and browse attractively displayed media shelving units. They will often select some form of media and be guided by the staff to technology workstations where that media can be viewed or listened to on the appropriate equipment. AV materials for children are located in the Children's Library.

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Library from either the New Materials Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The AV Library should be very close to the Teen Area since teens are often attracted to AV materials. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:
        New Materials Browsing
CLOSE:
        Children's Library
        Circulation Services
        Library Entrance
        Teen Services

DIVISION SPACE SUMMARY	Sq. Ft.
AV Collection & Seating	188
TOTAL:	188

Functional Activity

Adult and young adult library patrons will come into this area in search of AV materials to preview in the library or to checkout for home use.

A portion of the AV materials will be displayed face-out and marketed as part of the library's popular library role. Library patrons will be able to preview selected media at technology workstations in this area.

This area should be close to the New Materials Browsing and Adult Computers area so that patrons who wish to preview AV items from the New Materials Browsing area can easily access the technology workstations.

Relationships

This space should be just off the main traffic path from the Library Entrance and Circulation Desk into the library. The AV Collection Area should be visible from the Children's Library and very close to the New Materials Browsing area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

New Materials Browsing

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby

AWAY:

Adult/Teen Collection & Seating
Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in

distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent audio-visual stations are readily accessible, a minimum of 5%, but no less than one, of all stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its heavy use and its proximity to the Circulation Desk, Public Entrance and Lobby, and the New Materials Browsing area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data

drop provided to support one computer and one monitor. If there is additional audio-visual equipment, additional power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the AV Collection Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections ") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as " Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
Compact Disc, CD-ROM & DVD Display Browser	3	24	72
1350 DVD			
Compact Disc, CD-ROM & DVD Display Browser	2	24	48
755 Audio Compact Disc (CD)			
Compact Disc, CD-ROM & DVD Display Browser	2	24	48
884 Audio Book CD (CD ROM)			
Description of Furniture & Equipment Units			
Computer Stand	1	20	20
Computer, OPAC Desktop	1	0	0